



**\*\*Please Keep For Your Records\*\***

**Parent Handbook-Summer**

The Extended School Program (ESP) Summer Fun Camp is an exciting program designed to provide summer activities for your child at a reasonable cost. ESP offers student enrichment opportunities to include educational support, positive socialization skills and a variety of leisure activities. The ESP program is licensed by the state of Kentucky. This handbook has been designed to provide you with important information and the policies of ESP Summer Fun Camp.

**Administration and Staff**

ESP is administered through the Division of Parks and Recreation. Each ESP site is staffed with a site director who has (or is working towards) a degree in education, recreation, psychology or a closely related field. This person is responsible for close communication with the school principal, staff and participating students. The site director will also ensure quality in program curriculum and will provide continuity between the ESP activities and regular school policies with regard to student conduct. Program staff will include school staff, college students and other individuals skilled in various leisure activities. These individuals will program the daily activities and provide the recreational support. ESP will maintain a student to staff ratio of 15-1. All site personnel will receive adequate in-service training prior to employment.

**Activities**

Both indoor/outdoor learning opportunities are provided with time for active play as well as time to relax, read, and participate in quiet activities. Activities include arts and crafts, recreational games, music, drama, and science experiments. During our Summer Fun Camp, the students will be outside of the school building approximately 75% of the day. Please dress your child(ren) appropriately for the outdoors.

**Costs**

An activity fee is due with the application for summer camp. If your child registers for four weeks or less, a \$45 registration fee is due with the application. If your child registers for five weeks or more, a \$70 registration fee is due with the application. The registration fee assists with the cost of camp T-shirt, all camp trips and the registration fee. The weekly fee includes breakfast and snack. All campers must provide a sack lunch daily.

All weekly fees are due each Monday. ALL PAYMENTS ARE REQUIRED TO BE MADE ONLINE at [www.myprocare.com](http://www.myprocare.com). Credit card payments can be made through [www.MyProCare.com](http://www.MyProCare.com) by signing up with your email that is on file. **A \$15.00 late fee will be assessed to all accounts NOT PAID by 6:00 p.m. on Wednesday.** Please keep your weekly fees current-your child could lose his/her spot in the program due to a delinquent account. Your tuition pays for direct operating costs of the program. When you enroll, you are reserving the staff, space and provisions for your child. Therefore, you are responsible for payment whether your child attends or not. **You may drop weeks that your child is enrolled to attend without penalty through May 6, 2022.**

- **The parent or guardian who signs the application is responsible for payment. In the event of shared / joint custody, ESP must be notified of specific billing arrangements before your child starts the program. We are unable to split accounts without a court order.**

**Holidays/Program Closing:** ESP is closed on Monday June 20<sup>th</sup> in observance of Juneteenth and Monday July 4<sup>th</sup>

**Arrival & Pick-up**

An adult (minimum of 16 years old) must sign each child in and out of the ESP program. Failure to sign in or out can result in the termination of ESP services. Parents must enter their child's arrival and departure time on the sign in/out form. Parents or an authorized person must accompany the child to and from the ESP camp location. The ESP staff cannot accept responsibility for children dropped off that have not been signed in by an adult. ESP opens at 7:30 am. Closing time is 5:30 p.m. Should a child be picked up after the closing time, the parent or guardian is assessed a penalty of \$5.00 at 6:05 p.m. A \$5.00 charge for every additional five (5) minute period per child will be added to the weekly fee. After 5:30 p.m., if a parent has made no contact, a responsible party from your emergency contact list will be contacted to come to the site and pick up your child. If no one is available from your emergency list, the local police will be contacted at 6:00 p.m. and the child will be taken into protective custody until a parent can be located. Failure to pick up your child by 5:30 p.m. on a regular basis is grounds for dismissal from the ESP program. The only persons allowed to pick up a child are those indicated on the child's authorization form. The staff reserves the right to request proper identification and refuse the release of a child if a person is not on the child's authorization form. If someone other than the parent or guardian is to pick up the child, a signed note must be sent to the site and it must be indicated on the sign in/out form for your child for that day.

## **Arrival & Pick-up (cont'd)**

**The only person authorized to make changes to the application (including the pick-up list) is the signee of the application. In the event of shared or joint custody two applications will be required and ESP can request a copy of a court order. All applications are confidential and cannot be viewed outside of ESP Staff and/or state childcare authority.**

## **Illnesses**

ESP cannot provide for sick children. Please do not send your child to the program if he/she is ill. We are concerned for the health and welfare of each child; therefore, we require that your child be picked up as soon as possible in the event that he/she becomes ill at the program.

## **Behavior Management**

Standards of behavior in the ESP sites parallel those in the school classroom. Children are expected to respect the staff and to follow the rules. All rules are directed toward avoiding injury to persons or property while ensuring fairness.

To insure a safe, courteous and positive environment, it is necessary to firmly deal with unacceptable behavior. Discipline in ESP is assertive rather than aggressive. A disruptive child may be removed from a group situation to regain self-control or be denied a privilege. The goal of the program is for children to accept responsibility for their own behavior, both the rewards and consequences. Any form of discipline that would impair a student's self-respect is avoided.

In the event that a child's behavior endangers another child or staff's welfare, is destructive to property, or disrespectful to authority, he/she will be given a discipline referral with a copy given to the parent. In the event that the site director deems it necessary, parents may be called to pick up their child immediately. Three discipline referrals during the summer will result in the child being dismissed from the program and a 6-month suspension from ESP (summer and school year) from date of last discipline referral. Please help us provide a safe, courteous environment for all students and staff by emphasizing appropriate behaviors at home and by supporting the ESP staff in the event that a discipline problem may arise. Our goal is to assist children in learning to take responsibility for their actions and receive the natural rewards and consequences that their actions may bring. Behavior management is a day-to-day lesson in learning to make correct choices as well as learning how to interact positively with both children and adults.

## **ESP Civility Policy**

It is the intent of The Extended School Program to provide a positive environment for socialization as well as learning. To that extent, every adult that comes through the doors becomes a role model for positive socialization skills and effective problem management. The Extended School Program reserves the right to deny service to any child whose family members or associates do not exhibit the appropriate behavior for an environment of growth and learning. All parents and associates are reminded that displays of anger, inappropriate behavior, and physical abuse can result in the termination of services to that entire family. The ESP management staff reserves the right to determine what constitutes an infraction. Swearing, threatening gestures, raised voices, and intoxication are several good examples. Serious infractions may be referred to the proper authorities.

## **Emergency Situations**

In the event of an emergency or natural disaster, the following procedures will be in effect.

All children will follow the school site disaster plan that is posted. All children will be kept at the school until they are picked up by the parent or other authorized person. A person authorized by the parent to pick up a child will be asked to present identification to the staff. Should it be necessary to evacuate children from the school, the evacuation site will be posted on the school door and every effort will be made to contact parent or guardians. Staff members will remain at the site with the children until they are released to the parent or authorized person. Please keep the emergency information sheet in your child's file current to assist the ESP staff in the event of any emergency.

## **Parent Involvement**

Families are an important part to ESP. Needed information will be posted near the ESP sign in/out area. Please check here regularly for information on upcoming events. IF YOU HAVE ANY QUESTIONS OR CONCERNS, PLEASE CALL THE PARKS & RECREATION ESP OFFICE AT (859) 288-2929. OUR OFFICE IS OPEN MONDAY – FRIDAY FROM 9:00 A.M. –5:30 P.M.

## **Tax Information**

The Lexington-Fayette Urban County Government tax ID number is 61-0858140. The address for Parks and Recreation is: 545 North Upper Street, Lexington, Kentucky 40508. ESP does not automatically provide yearly reports. Tax information can be printed from your Myprocare account at [www.myprocare.com](http://www.myprocare.com). Please call 859-288-2929 for further information.

